

WRITING A LETTER OF APPLICATION



**COMPETENCY
CATEGORY:**

Job Attainment

**CATEGORY
NUMBER:**

B.9

COMPETENCY:

Develop a letter of application.

OBJECTIVE:

Upon completion of this module, students will be able to develop a letter of application.



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INTRODUCTION

- State module topic and review module objective.
 1. Letters of application are a reflection of the applicant–YOU.
 2. The distinct purpose of these letters is to establish contact with an employer that will produce an interview and eventually a job.
 3. Explicit information concerning a specific job may be obtained by writing a letter of application.
 4. Employers asking directly for a letter of application often are checking to detect the amount of effort the prospective employee is willing to invest and this affords an excellent sample of how well communication skills are developed.
 5. The way you express yourself in writing may determine whether you are considered for the job.
- We will learn how to create an appropriate letter of application in this module.

Administer Pre-Assessment

OUTLINE

- A. The letter of application
 1. A letter of application is an essential part of your correspondence with an employer in your search for a job.
 2. When mailing a resume, you should always include a letter of application to explain why you are sending the resume.

3. While the resume provides an overview of your background, the letter allows you the opportunity to highlight those aspects of your background that are relevant to the position you are seeking.
4. A good letter can help heighten the employer's interest in learning more about you by reading your resume and meeting you for an interview.
5. It also gives the employer a sample of your writing skills.

COMPLETE LEARNING ACTIVITY B.9-1 "LETTER OF APPLICATION"

B. Purpose of the letter of application

1. The purpose of a letter of application is to establish contact with an employer that will produce an interview and eventually a job.
2. It is totally crazy to blow your chances of getting the job you want by writing a letter that turns people off instead of turning them on.
3. The approach that separates the winners from the losers is just good common sense and it starts before you write your letter.
4. The letter of application can help to ensure that your application is taken seriously.
5. The letter of application has a number of purposes including:
 - a. Making sure your letter reaches the right person.
 - b. Dealing with matters such as your availability for interview.
 - c. Drawing attention to particular strengths you have as a candidate for the job.

C. Types of letter applications

1. A letter of application is also called a **cover letter**.
2. There are three types of cover letters:
 - a. The **RESPONSE** cover letter is used when you know there is a job opening. This letter should be tailored directly to the needs of that particular employer.
 - b. The **BLIND** cover letter is used when you are not aware of any openings but you want employers to know that you are available. This letter should provide some general personal goals and state why you are seeking employment in that business since you are not applying for a specific opening.
 - c. The **REQUEST FOR ASSISTANCE** cover letter is used when you are seeking direction or guidance from someone already doing the kind of work you want to do and asking for help in your search for suitable employment. This letter should relate your experience and interests to the work you are seeking.

D. Writing a letter of application

1. A letter of application (with resume enclosed) is a good way to make your first contact with an employer. The letter should do two things. First, get the employer excited enough about you to read your full resume and, second, help you get a personal interview.
2. Know what you want! If you don't, try to write it down in one sentence. "I want an interview within the next two weeks." List the major points you want to get across—it will help to keep you on course.

3. Get the right person; address the person by name, not “dear sir” or “dear madam.” Be sure you spell the name correctly! If you don’t know the appropriate person, name, and spelling, call the company and obtain the information.
4. Tell the reader what you want in the first paragraph. Don’t keep the reader guessing or your letter might end up in the trash before the reader finishes it.
5. Be positive! The reader will be more receptive to what you have to say.
6. Be specific. Give a few details to clarify what you want.
7. Lean heavier on nouns and verbs, lighter on adjectives.
8. Give it the best you’ve got! Make your letter look appetizing or you’ll strike out before you even get to bat.
9. Keep your letter short. Make it one page, if possible. Keep your paragraphs short.
10. Make it perfect! Preferably typed with no typos. Correct grammar and spelling, complete sentences. No form letters or xeroxed copies.
11. Use good English. The way you write and speak can really help or hurt.
12. Don’t exaggerate or the reader will suspect everything else you write.
13. Be honest. It’ll get you farther in the long run.
14. Review! Go through your entire letter as many times as it takes to get it right.
15. The End! The last paragraph should tell the reader exactly what you want or what you’re going to do. Short and sweet!

(e.g., “May I have an appointment?” or “I’ll call your secretary on Monday to see when it will be most convenient for you.”).

16. **Closing.** Close with a simple “Sincerely,.” Sign it legibly.

E. The six parts of a letter of application

1. **Address and date.** Make sure the reader has the information needed to contact you by mail and/or telephone.
2. **Specific address and greeting.** Address the letter to a specific person, if possible. Ensure that all names are spelled correctly. The greeting should read “Dear Mr./Ms./Mrs./Miss”, as appropriate.
3. **Purpose of letter.** Clearly tell the employer, in the first paragraph, why you are writing the letter. Identify the position you seek to fill and how you learned of the opening.
4. **Description of background.** Include a brief description of your background and present your situation in the second paragraph. Mention one or two qualifications you think would be of greatest interest to the employer. Tell why you are interested in this company and/or this type of work. Refer the reader to the enclosed resume, which details your related experience and education.
5. **Request an interview and thank the reader.** Request an interview and thank the reader in the third paragraph. Close by making a specific request for an interview. It is important to clearly explain what you want your reader to do for you.
6. **Closing.** Close the letter with “Sincerely,.” and your name, leaving about four typewritten spaces for your signature.
7. **Remember!** It is important to rewrite a letter for each potential employer to highlight those things which are most appropriate for the specific position desired. Basically the employer is not interested in what the writer wants. The main interest is in what the applicant can do for the company.

F. Sample letter of application.

1. Your address, phone number and date	102 W. Main Street Washington, DC 20005 (202) 328-0510 June 6, 1999
2. Name, title, address of employer & greeting	Ms. Linda Smith Owner KAL, Inc. 210 Eye Street Washington, DC 20005
3. Purpose of letter	Dear Ms. Smith: I am writing in response to your advertisement, which appeared in the <i>Washington Post</i> , for the position of bookkeeper. The position described interests me.
4. Description of background	I have recently graduated from high school where I had two years of business classes. As my resume indicates, I have had classes in accounting and bookkeeping. I am very interested in working for KAL because of your excellent training program.
5. Request an interview and thank the reader	I would be glad to meet with you at your earliest convenience to discuss my qualifications. Thank you for your time and consideration.
6. Your signature	Sincerely, Susan James

(Source: *Jobs for Montana's Graduates*)

**COMPLETE LEARNING ACTIVITY B.9-2
“WRITING TO EMPLOYERS”**

**COMPLETE LEARNING ACTIVITY B.9-3
“LETTER OF APPLICATION PRACTICE”**

G. General guidelines

1. Cover letters are used in a variety of different situations and should be tailored appropriately.

2. Use plain white paper or good quality, subtly colored paper.
3. Write on one side of the paper only.
4. Use black ink because it photocopies well. Fountain or roller pens produce a sharp, dense image.
5. Letters can be hand-written or word-processed. A hand-written letter is more personal, but if your handwriting is unattractive or difficult to read, then word processing is better.
6. Typescript takes up less space than handwriting and therefore allows you to include more in a one-page letter...but in any event be brief.

H. Addressing an envelope

1. When you have completed an application letter, you will want to mail it in an envelope that is correctly addressed.
2. You should use a #10 business envelope (4" x 9 ½") or an envelope to match your stationery.
3. The upper left-hand corner contains your name and address.
4. The middle/center contains the name and address of the person receiving the letter.
5. Sample:

a.

Susan James
102 W. Main Street
Washington, DC 20005

Ms. Linda Smith
Owner
KAL, Inc.
210 Eye Street
Washington, DC 20005

COMPLETE LEARNING ACTIVITY B.9-4
“ANSWERING AN AD”

COMPLETE LEARNING ACTIVITY B.9-5
“LETTER OF APPLICATION QUIZ”

COMPLETE LEARNING ACTIVITY B.9-6
“READING ACTIVITY”

COMPLETE LEARNING ACTIVITY B.9-7
“MATH ACTIVITY”

Administer Post-Assessment

LEARNING ACTIVITY B. 9-1
“LETTER OF APPLICATION”

- OBJECTIVE:** To write a letter of application
- RESOURCES:** List of employers, addresses and a telephone book
- SUGGESTED TIME:** 2 hours (one hour at beginning of the module, one hour at end of module)

DIRECTIONS:

Note to Specialist: Locate addresses of various employers in your area.

1. Before any information is given on letter writing, give each student the address of a prospective employer and have them write a letter of application “cold turkey”.
2. Have each student apply for a job he/she is interested in attaining eventually.
3. You will need a list of employers, addresses and possibly a telephone book.
4. Without any discussion, collect these letters and keep them for comparison at the end of the unit.

(Source: Jobs for Montana’s Graduates)

LEARNING ACTIVITY B.9-2
“WRITING TO EMPLOYERS”

OBJECTIVE: To review and critique letters of application

RESOURCES: Work Sheets—Learning Activity B.9-2

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Pass out copies of the work sheets for Learning Activity B.9-2.
2. Have students respond to the questions.
3. Discuss the responses in class.

LEARNING ACTIVITY B.9-2
“OPENING PARAGRAPHS”
WORK SHEET

DIRECTIONS: Look at the following opening paragraphs from letters, and explain why each person may or may not succeed in getting a follow-up interview:

1. Dear Mr. Johnson,
I am keen on pursuing a career in office administration. I have just completed the first stage of an Office Management course and would now appreciate the opportunity to put some of the theory I've learnt into practice.

2. Dear Mrs. Brown,
I will be leaving school soon and I was hoping to secure employment in a clerical position. I have attached a copy of my resume which, I am sure, shows that through my various holiday and work experience jobs, I have already learnt many skills useful to your firm.

3. Dear Sir/Madam,
I am 18 years old and I am looking for a job. I was wondering if you might have some vacancies coming up in the near future?

4. Dear Ms. Smith,
I really would like to have the opportunity to discuss with you my suitability for any boilermaking apprenticeship (or similar position) you may have available within your firm in the near future.

5. Dear Personnel Office,
Hi. My name is Trevor Thomas and I am interested in a job with your firm. I've thought about a variety of jobs, and I think I'd like something in the computer field.

LEARNING ACTIVITY B.9-2
“CLOSING PARAGRAPHS”
WORK SHEET

DIRECTIONS: Which of these “closing” paragraphs from letters would you classify as “bad”, “better”, “best” and why do you classify them that way?

1. “Hoping to hear from you soon.”

2. “If you’d like to interview me, I can be contacted on 64 5463 anytime.”

3. “I would like to talk further with you about my suitability for this type of work. I shall be in contact by telephone early next week to make an appointment to see you.”

4. “My resume and references are attached.”

5. “If you’d like to interview me, I can be contacted at the above address.”

5. “I would like the opportunity to talk further with you about my suitability. Please contact me on 64 5463.

7. “If it is possible I would like to have an interview with you. Could you please notify me of a suitable time?”

8. “I’m really keen on making an appointment to see you. Could you let me know when?”

QUESTIONS:

1. Is it best to just sit back and “hope” that you will get a reply, or should you be a bit pushy, and suggest that perhaps they should contact you?

2. Just how “pushy” do you think you can be? Is letter 3 being too pushy?

3. Which letter do you think would have the best effect on the person reading it? Would this letter prompt them into replying to you fairly quickly?

LEARNING ACTIVITY B .9-3
“LETTER OF APPLICATION PRACTICE”

OBJECTIVE: To practice writing a letter of application

RESOURCES: Work Sheet—Learning Activity B.9-3

SUGGESTED TIME: 2 hours

DIRECTIONS:

1. Pass out copies of the work sheets for Learning Activity B.9-3.
2. Have students write a letter of application.
3. After writing the letter, have students exchange papers. Using the Letter of Application Checklist, have each student critique the letter of application and return the letter and checklist to its owner.
4. Have students make corrections to their letters based on the checklist.

LEARNING ACTIVITY B.9-3
“LETTER OF APPLICATION PRACTICE”
WORK SHEET

Street or PO address

City, State, ZIP Code

Telephone No.

Date

Person's Name

Title

Address

City, State, ZIP Code

Dear _____ : Dr./Mr./Mrs./Ms./Miss and Last Name

(Purpose) _____

(Background) _____

(Interview request and thank you) _____

Sincerely,
(Your signature)

(Your name typed)

LEARNING ACTIVITY B.9-3
“LETTER OF APPLICATION CHECKLIST”
WORK SHEET

DIRECTIONS: Evaluate your letter by putting a check mark (3) in the appropriate column. You should answer “yes” for all questions if your letter is accurate and complete.

Yes	No	Criteria
___	___	1. Did you sign the letter?
___	___	2. Are spelling and grammar correct?
___	___	3. Does the letter include the purpose, the job you are seeking?
___	___	4. Does the letter include your qualifications?
___	___	5. Does the letter include a request for an interview?
___	___	6. Does the letter state when you can be contacted?
___	___	7. Does the letter include where you could be contacted?
___	___	8. Is the letter addressed to the right person? Are the names and titles spelled correctly? Is the company name included?
___	___	9. Does the letter state that your resume is enclosed?
___	___	10. Does your letter follow standard business format?
___	___	11. Did you make a copy for your student file?

Additional comments:

(Source: Jobs for Montana’s Graduates)

LEARNING ACTIVITY B.9-4
“ANSWERING AN AD”

OBJECTIVE: To write a letter of application

RESOURCES:

- Work Sheet—Learning Activity B.9-4
- Business-size envelopes

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Pass out the work sheet for Learning Activity B.9-4.
2. Have students write a letter of application and address an envelope in response to one of the ads on the work sheet.
3. Students should use the checklist to critique their letter.

LEARNING ACTIVITY B.9-4
“ANSWERING AN AD”
WORK SHEET

DIRECTIONS: Write a letter of application and address an envelope to one of the ads listed below.

AD #1
SHAMPOO PERSON. Men's Barber Salon in Grand Rapids. The Grand River Press, Box 1821, Grand Rapids, MI 58116

AD #3
NURSE'S AIDE. To work evening shift, some training required. Send resume to Kelsey Memorial Hospital, Hemlock, MI 58626.

AD #5
SALES CLERK. Local dress shop looking for a person to work evenings and weekends. Send background to The Times, Box 11, Freeland, MI 58623

AD #7
SHORT ORDER COOK. Week days. Some experience with food. Write Heralds' Restaurant, W. M-44, Belding, MI 58663

AD #2
STOCK CLERK. Approx. 30 hours per week. 17 years or older. Write Outman's Shoe Store, Covered Village Mall, St. Charles, MI 48655

AD #4
CASHIER/RECEPTIONIST TRAINEE. Firm needs typist to start immediately. Lots of public contact. The Daily News, Box 102, Grand Rapids, MI 58119

AD #6
Looking for a person with training and/or interest in plants and flowers, to train as greenhouse assistant manager. Send credentials to The Daily News, Box 636, Grand Rapids, MI 58121

(Source: Jobs for Montana's Graduates)

LEARNING ACTIVITY B.9-5
WRITING A LETTER OF APPLICATION
“LETTER OF APPLICATION QUIZ”

OBJECTIVE: To respond to questions about the letter of application

RESOURCES: Work Sheet—Learning Activity B.9-5

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Pass out copies of the work sheet for Learning Activity B.9-5.
2. Have students answer the questions.
3. Use the answer key to check student responses. This should be done out loud with the students checking their own quiz.

LEARNING ACTIVITY B.9-5
“LETTER OF APPLICATION QUIZ”
WORK SHEET

DIRECTIONS: Please answer the following questions by placing the appropriate letter in the space provided.

- ___ 1. If a want ad lists a box number as the only address, you can:
- a. look it up in the phone book.
 - b. call the newspaper and get the name of the company.
 - c. write a letter of application and mail it to the box number listed in the want ad.
- ___ 2. A letter of application should be written on:
- a. pastel or flowered stationery.
 - b. plain white or pale colored paper.
 - c. lined tablet paper.
- ___ 3. The letter of application should be:
- a. hand written in blue or black ink.
 - b. typed.
 - c. either of the above.
- ___ 4. Your own address in the letter of application is:
- a. included in the letter.
 - b. in the upper right corner of the page.
 - c. at the bottom of the letter after the signature.

- ___ 5. If you answer an ad and cannot obtain the name of the person to whom you are writing, you should address your letter to Dear:
- a. Mr. (Miss, Mrs. or Ms.).
 - b. Sir (Madam).
 - c. To Whom It May Concern.
- ___ 6. The punctuation after the greeting should be:
- a. A comma (,).
 - b. A colon (:).
 - c. A semi-colon (;).
 - d. None of the above
- ___ 7. The closing of your letter should say:
- a. Yours truly,
 - b. Cordially yours,
 - c. Sincerely,
 - d. Any of the above
- ___ 8. The formal way for Robert A. Jones to sign his name is:
- a. Bob Jones.
 - b. Bobby A. Jones.
 - c. R. A. Jones.
 - d. Robert A. Jones.
- ___ 9. Where should the name and address of the person to whom you are writing appear on the letter?
- a. Top center
 - b. Upper right corner
 - c. Just above the salutation or greeting
 - d. At the end of the letter

- ___10. How should you refer to an interview in a letter of application?
- a. I would like an interview with you. I will call you on Tuesday, November 18, at 10:30 am.
 - b. May I have an interview at your convenience? I can be reached by telephone at (517) 555-7120 or by mail at 1121 Backus Road, Saginaw, Michigan 48603.
 - c. I will be in your office Tuesday, November 9, at 1:30 am expecting to have an interview with you.

(Source: Jobs for Montana's Graduates)

LEARNING ACTIVITY B.9-6
“JOURNAL WRITING”

OBJECTIVE: Student will demonstrate their writing skills by creating a journal entry centered on a topic assigned by the Specialist

RESOURCES: None

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Provide students with the topic they are to use for this journal writing activity. The topic should relate to this module.
2. Assign the page range for the journal writing assignment.

This range could vary depending on the timeframe provided for the assignment, the writing skills of the entire group, a small group of students, or individual students. This assignment can be individualized by the Specialist by placing the page length in the blank space on the work sheet.

LEARNING ACTIVITY B.9-6
“JOURNAL WRITING”
WORKSHEET

NAME:

DATE:

TOPIC:

DATE DUE:

PAGE LENGTH:

LEARNING ACTIVITY B.9-7
“SERVICE LEARNING”

OBJECTIVE: Students will participate in a service learning activity assigned by the Specialist

RESOURCES: Learning Activity B.9-7

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Identify the type of support linkage which could be used to reinforce the key concept(s) in this module with students (See “Types of Support Linkages” sheet).
2. With your students, identify the school and/or community resources which could be contacted to create a Service Learning Activity for this module (See “Community Resources” sheet).
3. With students, brainstorm, organize, implement and evaluate the effectiveness of the Service Learning Activity using the “Service Activity Action Plan.”

TYPES OF SUPPORT LINKAGES		
Direct Services to Students	Consultative and Technical Assistance	Information and Referral
Community agencies	Professional organizations	Career counseling centers
Parents and personal advocates	Service organizations	Work experience and job placement services
Local education agency support/auxiliary staff	Parent organizations	School and private psychologists
Volunteer and service organizations	Advisory groups	Tutors
Placement services	State education agency personnel	Recreational programs
Postsecondary programs and personnel	Business/industry personnel and programs	Employers
Transitional services	Other vocational support service teams	Employment services
Other school-based personnel	Local colleges and universities	Community agencies for counseling or health services
	Vocational education research and development resource center(s)	New schools (transfer students)
		Division of vocational rehabilitation
		Job training partnership program

(Source: Handbook for Vocational Support Service Teams in Maryland)

COMMUNITY RESOURCES

Federal and State Agencies provide services to their local and regional offices. Such services include financial support, job training and placement programs, housing, health, youth programs, consumer information, and legal aid. Examples include:

- legal services
- armed services
- state employment services
- state agency or school for the visually impaired
- State Department of Welfare
- mental health agency
- Department of Immigration
- Veterans Administration
- Social Security Administration
- Job Training Partnership Act (JTPA)
- Community Action Program
- law enforcement agency
- legal and judicial agencies
- Bureau of Indian Affairs
- public health service
- social services
- adult continuing education programs
- Office of Economic Opportunity
- civil service programs
- Rehabilitation Services Administration
- employment services
- Parks Department
- public health programs
- Adult Basic Education programs
- migrant programs
- military service representatives
- Planned Parenthood
- correctional facilities
- Governor's/Mayor's Committee for Employment of the Disabled

Community agencies and organizations provide such services as youth recreation, counseling and tutoring, employment and job training, foster care placement, and leadership development.

Examples include:

- Chamber of Commerce
- YMCA/YWCA
- drug and alcohol abuse centers
- Red Cross
- child abuse/women's centers
- urban league
- adult continuing education programs
- student financial aid programs
- League of Women Voters
- mental health clinics
- probation and parole services
- children and youth services
- foster homes
- halfway houses
- community action programs
- migrant programs
- bilingual programs
- dropout prevention programs
- parent-teacher organizations
- American Legion
- Veterans of Foreign Wars
- Salvation Army
- JAYCEES
- Optimists
- Goodwill Industries

Citizen and special interest groups typically offer scholarship programs, legal aid, daycare, and transportation. Examples include:

- Lions club
- canes
- Rotary
- churches
- women's and men's clubs in the community
- crisis intervention centers
- hospitals
- Girl Scouts
- Campfire Girls
- Big Brothers and Sisters
- Boy Scouts
- Indian guides
- Knights of Columbus
- Sertoma
- Elks
- retired citizens
- Volunteer tutor groups

Business, industry, and labor organizations are good sources of field trips, guest speakers, job opportunities, and occupational and product information. Examples include:

- Trade and labor unions
- Advisory committee members
- Employers
- Personnel offices
- industrial supervisors

(Source: Sarkees-Wircenski, M. & Scott, J. Vocational Special Needs)

SERVICE ACTIVITY ACTION PLAN

ACTIVITY/IDEA FOR IMPLEMENTATION	
STEPS FOR IMPLEMENTATION	RESOURCES NEEDED

PERSONNEL/AGENCIES/ COMMUNITY	REPRESENTATIVE INVOLVED RESPONSIBILITIES
POSSIBLE BARRIERS	CREATIVE SOLUTIONS
TIMEFRAME	

READING ACTIVITY B.9
“LETTER PERFECT”

OBJECTIVE: To read for comprehension and recall

RESOURCES: Reading Activity B.9

SUGGESTED TIME: 1 hour

DIRECTIONS:

1. Distribute copies of Reading Activity B.9.
2. Direct the students to read the activity.
3. Have students answer the recall questions.
4. Have students share their answers with the class.

DISCUSSION:

1. Discuss the Reading Activity with the class.

“LETTER PERFECT”

Mr. Duffler yawned. Another work week was starting. March 17 would mark his 23rd year with the company.

He rose as the train neared his stop. People stepped off and on, and he moved out into the Monday morning bustle. His office building was a block away, and he hurried because it was cold. “Twenty-three years in the personnel office,” he thought as he walked. “I’ve hired a lot of people in my time.”

He grabbed a cup of coffee as soon as he stepped off the elevator. He went to his office and sighed when he saw the stack of papers waiting for him.

Mrs. Butterworth, his secretary, came through the door. “Good morning, Mr. Duffler. Hal Brown called a few minutes ago. He wants you to call him back. You have a meeting at 10 o’clock. Oh yes, Mr. Turner called to remind you that they still need someone to fill that job in the mailroom.”

Mr. Duffler nodded. “Thank you, Betty.”

She pointed to some papers on his desk. “Three more letters of application came this morning for the mailroom job.” He nodded as she left the room.

He glanced at his watch. He just about had time to read those letters and call Hal Brown before the 10 o’clock meeting. “I would really like to find someone for this position,” he thought as he reached for the stack of papers.

February 1, _____

Dear Mr. Duffler:

I would like to apply for the job your company advertised in the paper. While in high school I worked for two years in the school office. My duties included sorting and delivering the teachers' mail. I was also asked to run errands and do odd jobs.

Since graduation in June, I have been working as a cashier at the Underhill Food Mart. I am interested, however, in a job that will provide the opportunity for me to learn about a company.

I have always been a good worker. I get along well with others and am on time for work. I would very much like to work for your company. I am able to come for an interview at any time. I will be hoping to hear from you.

Sincerely,

Sandra Hammel

Mr. Duffler nodded to himself. What a nice letter! This girl sounded like she might be just what they were looking for. Then he frowned. The letter had no return address. He didn't know how to get in touch with the girl. He quickly reached for the telephone book and looked up Hammel. There were sixteen Hammels listed, and not one of them was a Sandra.

He pushed her letter aside and reached for the next one.

117 Walnut Street
Underhill, NY 08014
February 1, _____

Mr. Donald Duffler
XYZ Company
48 Ridge Plaza
Underhill, NY 08014

Dear Mr. Duffler: I am writing to apply for the job advertised in the January 27 copy of the *Underhill Daily News*. For the past six months...

Mr. Duffler stopped. He quickly scanned down the rest of the page. This letter was four pages long. He tossed it aside. He didn't have time to read all that!

He reached for the next letter.

2 Ridge Road
Underhill, NY 08014
February 1, _____

Mr. Donald Duffler
XYZ Company
48 Ridge Plaza
Underhill, NY 08014

Dear Mr. Duffler:

I am writing in response to your ad in the January 27 copy of the *Underhill Daily News*. I would be very interested in working for your company. I have enclosed a resume. Please contact me if you feel an interview would be helpful. I hope to hear from you.

Sincerely,

Elizabeth Randall

Mr. Duffler read the resume. This girl had work experience much like the other two letters had listed. He reached for the phone. "Hello, Betty. I think I've found someone for the mailroom job."

READING RECALL

PART I

DIRECTIONS: How well did you read? Complete the following sentences.

1. In the beginning of the story Mr. Duffler is on
 - a. _____ the subway.
 - b. _____ his way home.
 - c. _____ his way to work.

2. The first letter was good but
 - a. _____ it had no return address.
 - b. _____ it was too long.
 - c. _____ the person had no experience.

3. Mr. Duffler didn't even finish the second letter because
 - a. _____ he got a phone call.
 - b. _____ he was in a hurry and it was four pages long.
 - c. _____ it had no return address.

PART II

DIRECTIONS: Fill in the blanks to complete the paragraphs below.

Mr. Duffler had a lot of things to do when he got to work. He _____ to look through a _____ of papers. Mrs. Butterworth, _____ secretary, told him he _____ to call Hal Brown. _____ had a meeting at _____ o'clock. He also had _____ hire someone for the _____ in the mailroom.

There _____ three new letters of _____ for the mailroom job. _____ just about had time _____ read them before the _____.

The first letter was _____ nice letter. The girl _____ like she was right _____ the job. But the _____ had no return address. _____ next letter was too _____. Mr. Duffler didn't have _____ to read it. The _____ letter was just right. _____ girl had even included _____ resume. Mr. Duffler called _____ Butterworth on the phone. He told her that he found someone for the mailroom job.

MATH ACTIVITY B.9
“NUMERICAL ORDER”

OBJECTIVE: To be able to solve multiplication, division, and weight problems

RESOURCES: Work Sheet—Math Activity B.9

SUGGESTED TIME: 1 hour

DIRECTIONS:

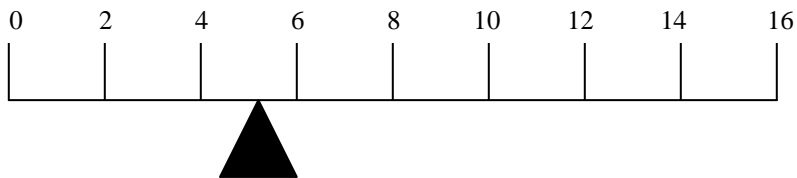
1. Distribute copies of the work sheet to each student.
2. Have students complete the questions on the work sheet.
3. Review the answers with your students.

MATH ACTIVITY B.9
“NUMERICAL ORDER”
WORK SHEET

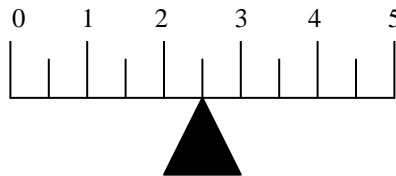
DIRECTIONS: Answer the following questions.

Carol was ready to mail her letter of application and resume for a new job. She wanted to include some examples of her work so she put everything together in one large envelope and took it to the post office.

1. How much does Carol’s package weigh?



2. Carol changed her mind and removed 2 of her work samples from the package. How much does the package weigh now?



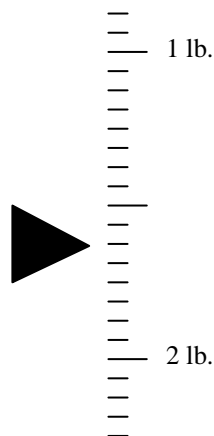
3. Assume that the post office charges 40¢ per ounce, how much would it cost to send a 6-ounce package?

4. Packages that are sent in the mail have to be within a certain size. This is found by measuring the length and girth of the package and adding them together. (Girth is the distance around an object.) If the length and girth are more than 84 inches, the package cannot be sent. Mr. Duffler wants to send a package that is 32 inches long and 54 inches in girth. What is the overall size of Mr. Duffler's package? Will the post office accept it?

5. Carol takes \$50.00 to the post office to buy stamps. Carol wants 33¢ stamps for letters and 22¢ stamps for post cards. Carol buys 125 stamps worth 33¢ each. How many 22¢ stamps can she buy with the remaining money?

6. If a package is 25 inches long, how large can the girth be so that the sum of the length and girth is not more than 84 inches?

7. How much does this package weigh?



PRE-ASSESSMENT **POST-ASSESSMENT**

DIRECTIONS: Answer the following questions to the best of your ability. A listing of points as opposed to sentences is suggested.

1. Name the 3 types of letters of applications/cover letters.

2. Identify the 6 parts of a letter of application.

3. Name 7 general guidelines for writing a letter of application/cover letter.

ANSWER KEY

PRE-ASSESSMENT POST-ASSESSMENT

1. Name the 3 types of letters of applications/cover letters.
 - Response letter
 - Blind letter
 - Request for assistance letter

2. Identify the 6 parts of a letter of application.
 - Address and date
 - Specific address and greeting
 - Purpose of letter
 - Description of background
 - Request an interview and thank the reader
 - Closing

3. Name 7 general guidelines for writing a letter of application/cover letter.
 - A letter of application (with resume enclosed) is a good way to make your first contact with an employer. The letter should do two things. First, get the employer excited enough about you to read your full resume and, second, help you get a personal interview.
 - Know what you want! If you don't, try to write it down in one sentence. "I want an interview within the next two weeks." List the major points you want to get across—it will help to keep you on course.
 - Get the right person, address the person by name, not "dear sir" or "dear madam." Be sure you spell the name correctly! If you don't know the appropriate person, name, and spelling, call the company and obtain the information.
 - Tell the reader what you want in the first paragraph. Don't keep the reader guessing or your letter might end up in the trash before the reader finishes it.

- Be positive! The reader will be more receptive to what you have to say.
- Be specific. Give a few details to clarify what you want.
- Lean heavier on nouns and verbs, lighter on adjectives.
- Give it the best you've got! Make your letter look appetizing or you'll strike out before you even get to bat.
- Keep your letter short. Make it one page if possible. Keep your paragraphs short.
- Make it perfect! Preferably typed with no typos. Correct grammar and spelling, complete sentences. No form letters or xeroxed copies.
- Use good English. The way you write and speak can really help or hurt.
- Don't exaggerate or the reader will suspect everything else you write.
- Be honest. It'll get you farther in the long run.
- Review! Go through your entire letter as many times as it takes to get it right.
- The End! The last paragraph should tell the reader exactly what you want or what you're going to do. Short and sweet! (eg., "May I have an appointment?" "I'll call your secretary on Monday to see when it will be most convenient for you.").
- Closing. Close with a simple "Sincerely,." Sign it legibly.
- Use plain white paper of good quality, subtly colored paper.
- Write on one side of the paper only.
- Use black ink because it photocopied well. Fountain or roller pens produce a sharp, dense image.
- Letters can be hand-written or word-processed. A hand-written letter is more personal, but if your handwriting is unattractive or difficult to read then word processing is better.
- Typescript takes up less space than handwriting and therefore allows you to include more in a one-page letter...but in any event be brief.

ANSWER KEY
LEARNING ACTIVITY B.9-5

1. C
2. B
3. C
4. B
5. C
6. B
7. D
8. D
9. C
10. B

ANSWER KEY
READING ACTIVITY

PART I

1. In the beginning of the story Mr. Duffler is on
 - a. _____ the subway.
 - b. _____ his way home.
 - c. x his way to work.

2. The first letter was good but
 - a. x it had no return address.
 - b. _____ it was too long.
 - c. _____ the person had no experience.

3. Mr. Duffler didn't even finish the second letter because
 - a. _____ he got a phone call.
 - b. x he was in a hurry and it was four pages long.
 - c. _____ it had no return address.

PART II

Mr. Duffler had a lot of things to do when he got to work. He had to look through a stack of papers. Mrs. Butterworth, his secretary, told him he had to call Hal Brown. He had a meeting at ten o'clock. He also had to hire someone for the job in the mailroom.

There were three new letters of application for the mailroom job. He just about had time to read them before the meeting.

The first letter was a nice letter. The girl sounded like she was right for the job. But the letter had no return address. The next letter was too long. Mr. Duffler didn't have time to read it. The third letter was just right. The girl had even included a resume. Mr. Duffler called Mrs. Butterworth on the phone. He told her that he found someone for the mailroom job.

ANSWER KEY
MATH ACTIVITY

1. 5 ounces
2. 2.5 ounces
3. \$2.40
4. 86 inches, no
5. 39 - 22¢ stamps
6. 59 inches
7. 1 lb – 10 oz.